



DEPARTMENT OF THE AIR FORCE

MAFB HONOR GUARD
MINOT AFB, NORTH DAKOTA



16 October 2013

MEMORANDUM FOR UNITS REQUESTING NON-FUNERAL CEREMONY SUPPORT

FROM: 5 BW/HG – MINOT AFB HONOR GUARD

SUBJECT: Information and requirements for Honor Guard support

1. To request MAFB Honor Guard support for non-funeral functions, the following information must be provided **NLT 2 weeks prior to the scheduled event** (this must be emailed to the Minot AFB Honor Guard Inbox): Minot.HonorGuard@us.af.mil

Date/day of event: (Example – 18 June / Monday)

Name of event: (Example – 5 BW Retirement Ceremony)

HG function requested: (Example – post colors, present colors, flag fold)

Start time: (Example – 1400 hours)

Location/bldg number: (Example – JDC, Dock 9, Bldg 908)

POC rank/name/phone number: (Example – 2Lt Smith, 723-1234)

NOTE: POC's must notify the Honor Guard Office of any changes, and also contact us **NO EARLIER THAN 3 DAYS PRIOR TO THE CEREMONY** to confirm our support.

2. For Change Of Command Ceremonies, the following ceremonial protocol apply:
 - Wing/Group CoC – the Honor Guard will present the Colors to the reviewing officer, and then remain standing as part of the flight formations for the duration of the ceremony.
 - Unit CoC – the units have the option of having the Honor Guard present the Colors for the National Anthem
3. For Retirement Ceremonies, the following ceremonial protocol apply:
 - Presenting the Colors – the retiree has the option of having the HG present the Colors during the National Anthem.
 - Two-Person Flag Fold – the retiree also has the option of having the HG do a two-person flag fold. The unit must provide the flag to be folded, which is the standard 5 ft x 9 ½ ft cotton interment flag. If the flag will already be in some type of shadow box, the HG can provide a “prop” flag for the flag fold. This flag will need to be returned to the HG at the end of the ceremony.
 - The script for the flag fold is going to be the one that is the only script that is approved by the AF. It will be read by the MC of the ceremony. A copy can be obtained from the HG NCOIC.
4. For Military Weddings and Saber Cordons, the following ceremonial protocol apply:
 - The groom or the bride **MUST** be in an AF uniform to be considered a military wedding.

- A saber cordon of 8 members plus an NCOIC will perform this function.
5. The Minot AFB Honor Guard will NOT send teams to support practices or rehearsals for any function or event. The only exceptions will be Wing CoC Ceremonies. A designated representative can be present, if available, and must be requested. The Honor Guard will show up approximately one-hour prior to the function start time to do their site survey and dry runs. Any questions can be addressed at this time to the member in charge of the team.
 6. The primary mission of the Minot AFB Honor Guard is to support military funeral honors requests in their respective AOR, which is the entire state of North Dakota west of Devil's Lake. Funeral requests usually come up 2 to 3 days beforehand. These funerals take priority over all other non-funeral functions, IAW AFI 34-242, Mortuary Affairs Program, Chapter 8, Installation Honor Guard Program and Conduct of Military Funeral Honors. Every effort will be made to support all requests, but in the event of a funeral taking all available manning, other non-funeral functions will not be supported. Please make an alternate plan for your event. We will contact the POC as soon as possible if their function is affected.
 7. The OPR for our ceremony functions is the USAF HG, per their USAF Honor Guard Training Guide, dated February 2010. All HG ceremonies are strictly adhered to from this training guide. Guidance from other personnel and sources is not considered an option.
 8. If there are any other questions, please don't hesitate to contact me at 701-723-4503.

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JOSHUA J. HULL, SSgt, USAF
NCOIC, Minot AFB Honor Guard